

## **FILMING AT INDIANA STATE PARK REQUIREMENTS**

Requests by a photographer or photographic crew for taking still photographs or taping for television, movies or the internet for a non-profit group, for advertising or for commercial purposes shall be evaluated on a case-by-case basis. The photographer must respond to the following questions in writing so that an appropriate evaluation can be completed. (Other questions may be added as needed by the property manager, following initial discussions with the commercial photographer's contact person.):

- Who is the project for and what is the specific intended use of the footage?
- How large is the production crew?
- How many hours or days will the production crew be on site for scouting, set-up and filming?
- Do they anticipate filming outside regular business hours and, if so, when and why?
- How many vehicles is the crew planning to bring?
- Is electrical power needed and, if so, how much?
- Where does the production crew expect to film?
- Does the crew expect to film people participating in activities or scenery and buildings, or both?
- Will there be any special equipment, sets or props used on-site in the production?
- Does the crew anticipate requesting any road, trail or facility closures during the production?
- Will there be a need for security, traffic control or crowd control?
- Will there be any use of noisy equipment or props that would interfere with regular visitors' experience?
- Has the coordinator been provided with a property regulations booklet and has he/she reviewed that booklet?

The daily gate fee applies to requests by photographers filming for advertising or commercial purposes, but no additional fee is required. Donations are welcome and managers should provide information regarding the cost of providing a staff member for oversight (cost varies based on circumstances and scope of the project) and the cost of administration of issuing approval for filming (estimated \$100.00.)

The property manager shall review the request with his/her regional supervisor, and prepare a letter of approval or a letter denying the request for commercial photography. The property manager will provide a copy to the photographer that must be presented at the gate and carried during the property visit. The letter must include any site-specific requirements or restrictions related to the production, and it must include the following division requirements:

- Any footage obtained is to be used only for the single, stated purpose. Permission is not granted for blanket use of the footage in future productions, on websites or in other media. Permission to use the footage in future productions must be obtained from the State on a case by case basis.
- Production crew and project coordinator are expected to know and follow all property rules and regulations as detailed in the booklet provided with this letter.
- Production crew must not film any behavior that violates property rules and regulations as detailed in the booklet provided. Examples include, but are not limited to, acts depicting nudity or the use of drugs or alcohol, acts depicting crimes or the use of any weapons, vehicles in unauthorized areas, the use of ATV's, rock climbing or any off-trail activity in a state park or hunting or cutting trees at state parks.

- Filming must not create or cause any site disturbance, including but not limited to removal or damage to any natural or cultural resources on the property.
- Production must not result in the closing of any roads or facilities used by property visitors on a regular basis.
- The production crew and vehicles must be accompanied at all times by park personnel.
- The State reserves the right to review all footage filmed at the property during this production.
- The production company will obtain releases from any and all visitors and/or employees who are filmed.
- The production will include a location credit with identification provided as: (Individual State Park or Reservoir Name), Division of State Parks and Reservoirs, Indiana Dept. of Natural Resources.
- The company agrees to indemnify and hold harmless the State of Indiana, and its officials, agents and employees from any and all claims and suits including court costs, attorney's fees, and other expenses caused by any act or omission of the company and its contractors/subcontractors.
- Failure to comply with the required elements stated in the letter may result in revocation of the approval for filming.
- Contact information for the production coordinator.

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